

BYLAWS OF THE
STATEWIDE INTEROPERABILITY EXECUTIVE COUNCIL

ARTICLE I

NAME & PURPOSE

1.1 Name. The name of this Council shall be the Statewide Interoperability Executive Council (SIEC) for the state of Idaho.

1.2 Purpose. The primary purpose of the SIEC is to promote interagency cooperation and provide policy level direction to support efficient and effective use of resources to achieve interoperable communications for public safety.

1.3 Authority. The SIEC is created pursuant to Executive Order 2003-7.

ARTICLE II

MEMBERS

For purposes of this Article, the term “member,” unless otherwise specified, refers to voting members.

2.1 Number, Election and Qualification.

- A. The SIEC shall have one class of members, all of whom shall be voting members. New members may be added at annual, special, or regular meetings in consultation with the Office of the Governor for the State of Idaho. Members shall consist of representatives nominated by each of the entities named in Executive Order 2003-7 and approved by the Governor. A single agency shall be allowed no more than one vote for each distinct eligibility category (e.g. police, fire, EMS, transportation, homeland security, etc.) within the agency's organization or political jurisdiction.
- B. The SIEC shall be composed of the following member agencies with knowledge of and interest in the field of public safety radio communications technology with minimum representation consisting of:

One (1) representative from the Idaho State Police;
One (1) representative from the Idaho Transportation Department;
One (1) representative from the Idaho Sheriff's Association;
One (1) representative from the Idaho Chiefs of Police Association;
One (1) representative from the Idaho Fire Chiefs Association;
One (1) representative from the Idaho Association of Counties;
One (1) representative of the Association of Idaho Cities;
Two (2) representatives from the Military Division;
One (1) representative from the Idaho Department of Administration;
One (1) representative from Federal Law Enforcement;
One (1) representative from the U.S. Department of the Interior;
One (1) representative from the National Interagency Fire Center;
One (1) representative from the Idaho Department of Correction;
One (1) representative from the Department of Lands;
One (1) representative from the Idaho Department of Fish and Game;

*One (1) representative from the Idaho Department of Health and Welfare; and
One (1) representative from Tribal Government.*

- C. In voting on any issue the member must identify himself/herself and the agency which he or she represents. A member may not vote on issues that directly impact the entity or grant money toward the entity involving his or her entity.

2.2 Tenure. In general, each member shall retain membership from the date of acceptance until resignation or removal, or upon expiration of Executive Order 2003-7.

2.3 Power and Rights. In addition to such powers and rights as are vested by law, or these bylaws, the members shall have such other powers and rights as the membership may determine in accordance with the Idaho Code and Constitution.

2.4 Suspension and Removal. A member may be suspended or removed for cause by vote of a majority of members at the call of the Council with a vote and in concurrence with the Office of the Governor for the State of Idaho. Members will have reasonable notice and an opportunity to be heard. Cause includes, but not limited to, failure to attend fifty-percent (50 %) of the meetings held in a calendar year.

2.5 Resignation. A member may resign by delivering a written resignation to the Chair, of the SIEC or presenting such letter at a regular or special meeting of the members.

2.6 Meetings. Meetings will normally be held in Boise Idaho on the fourth Thursday of each calendar month, or if that date is a legal holiday in the place where the meeting is to be held, then the meeting will be held at the same hour on a date determined by the Chair. No less than four (4) meetings will be held in a calendar year. If a meeting is not held as herein provided, a special meeting of the members may be held with the same force and effect as the monthly meeting, and in such case all references in these bylaws, except in this Section 2.6, to the monthly meeting of the members shall be deemed to refer to such special meeting. Any such special meeting shall be called and notice shall be given as provided in Section 2.7 and 2.8.

2.7 Special Meetings. Special meetings may be held at any time and at any place within the SIEC area. Special meetings may be called by the Chair or by the Vice-Chair, or in case of death, absence, incapacity, by any other officer or, upon written application of two or more members.

2.8 Call and Notice.

- A. Meetings. Reasonable notice of the time and place of meetings of the members shall be given to each member. Such notice need not specify the purposes of a unless otherwise required by law or these bylaws or unless there is to be considered at the meeting (i) amendments to these bylaws, (ii) an increase or decrease in the number of members, or (iii) removal or suspension of a member.
- B. Reasonable and sufficient notice. It shall be reasonable and sufficient notice to send a member notice by mail, e-mail, facsimile or by telephone at least seven (7) calendar days before a meeting, addressed to such member at his or her usual or last known business address, e-mail address, fax number or telephone number.

2.9 Quorum. At any meeting, one officer and a minimum of ten (10) members shall constitute a quorum. Any meeting may be adjourned to such date or dates not more than sixty days (60) after the first session of the meeting by a majority of the votes cast upon the question, whether or not a quorum is

present, and the meeting may be held as adjourned without further notice.

2.10 Action by Vote. Each member, representing a particular agency shall have one vote. When a quorum is present, a majority of the votes properly cast by members present shall decide any question, including election to any office, unless otherwise provided by law or these bylaws. If a member cannot be present or provide a proxy due to unforeseen circumstances, and this absence jeopardizes a quorum being present at a meeting, the member will be contacted by e-mail and asked to cast their written vote for record. Restriction in 2.1 C applies in this instance.

2.11 Action by Writing. Any action required or permitted to be taken at any meeting may be taken without a meeting if all members entitled to vote on the matter consent to the action in writing via mail, e-mail and/or facsimile, and the written consents are filed with the records of the meeting. Such consents shall be treated for all purposes as a vote at a meeting.

2.12 Proxies. Members may vote either in person or by proxy. A written notice of intent to vote by proxy must be filed at least two working (2) days prior to the scheduled meeting and will be noted with the person responsible for recording the proceedings of the meeting. The record keeper will maintain a list of proxies for meetings. Unless otherwise specifically limited by their terms, such proxies shall entitle the holders thereof to vote at any adjournment of a meeting and the proxy shall terminate after the final adjournment of such meeting.

2.13 Travel. All travel is subject to State of Idaho Travel Policy and Procedures as defined by the State Board of Examiners.
<http://www.sco.state.id.us/WEB/sbe/sbeweb.nsf/4ccb0c1392f76bc787256e3f00662ce9!OpenView>
In addition, members should consult the SIEC Travel Guidelines found at www.siec.id.gov

2.14 Conflict of Interest. Every effort should be made by SIEC Council members and their proxies to assure the public that no conflicts of interest exist in the management of Council business and that those cases that do occur from time to time shall be disclosed to the SIEC Chair and that appropriate actions have been taken to avoid and abstain from conflict of interest situations. The general standard of conduct is to avoid any action that might result in or create the appearance of using public office for private gain; or giving preferential treatment to anyone; or impeding governmental efficiency or economy; or the loss of independence and impartiality in the decision-making process; or making decisions outside of the official decision-making process; or creating a lack of public confidence in the integrity of the Council.

Further Reference Idaho Statutes: TITLE 59 PUBLIC OFFICERS IN GENERAL, CHAPTER 7, ETHICS IN GOVERNMENT; Title 18, Chapter 13, Bribery and Corrupt Influences Act; Idaho Attorney General's Office Ethics In Government Manual.

ARTICLE III

OFFICERS AND AGENTS

3.1 Number and Qualification. The officers of the SIEC shall be a Chair and Vice-Chair. Future officer positions will be determined and approved by the SIEC. All officers must be voting members of the SIEC.

3.2 Election. The officers shall be elected by the members at their first meeting and, thereafter, officer elections be held every two (2) years at the December meeting or as close as practicable to the December meeting.

3.3 Tenure. The officers shall each hold office until the meeting held within two-years from the adoption of these or until their successor, if any, is chosen or in each case until he or she sooner dies, resigns, is removed or becomes disqualified.

3.4 Chair and Vice Chair. The Chair shall be the chief executive officer of the SIEC and shall have general charge and supervision of the affairs of the SIEC with the consent of the members. The Chair shall preside at all meetings of the SIEC. The Vice-Chair shall have duties and powers as the members shall determine. The Vice-Chair shall have and may exercise all the powers and duties of the Chair during the absence of the Chair or in the event of his or her inability to act.

3.5 Appointment of Subcommittees. It shall be the duty of the Chair, with approval of the Council, to establish subcommittees responsible to act as directed by the members. It shall be the duty of the Chair, with approval of the members, to appoint Chairs of all subcommittees. The Chairs of such subcommittees shall be chosen from standing members or their appointed proxies. Subcommittees shall have no legal authority to act, but shall report their findings and recommendations to the members.

3.6 Suspension or Removal. As stated in section 2.4.

3.7 Resignation. An officer may resign by delivering his or her written resignation to the Chair or Vice-Chair of the SIEC. Such resignation shall be effective upon receipt (unless specified to be effective at some other time), and acceptance thereof shall not be necessary to make it effective unless it so states.

3.8 Vacancies. If the office of any officer becomes vacant, the members may elect a successor. Each such successor shall hold office for the remainder terms, and in the case of the Chair or Vice-Chair, his or her successor is elected and qualified, or in each case until he or she sooner dies, resigns, is removed or becomes disqualified.

ARTICLE IV

AMENDMENTS

The members may by a two-thirds vote, alter, amend, or repeal any bylaws adopted by the members.

ARTICLE V

DISSOLUTION

The SIEC may be dissolved by the consent of two-thirds plus one of the members in good standing at a special meeting called for such purpose. The Office of the Governor for the State of Idaho will be consulted before action is taken. The SIEC may also be dissolved by expiration of Executive Order 2003-7, or by subsequent Executive Order.

ARTICLE VI

RULES OF PROCEDURES

The Conduct of SIEC Meetings including without limitation, debate and voting, shall be governed by Robert's Rules of Order, newly revised tenth edition, 2000, or as the same shall be revised from time to time.